

Chapter 3. GENERAL OPERATING PROCEDURES

Section 1. GENERAL

3-1-1. TIE-IN STATIONS

a. Regional offices shall designate an FSS as tie-in point for NOTAM purposes for all facilities in the NAS. The facilities assigned should normally be within the confines of the FSS's flight plan area.

b. Letters of agreement between facilities or other agencies and the FSS should be executed to assure proper handling of NOTAM's.

c. The tie-in FSS is responsible for forwarding the NOTAM data to the NFDC for publication in accordance with the procedures in this order.

3-1-2. CLASSIFYING NOTAM's

a. FSS specialists are responsible for classifying, formatting, disseminating, and monitoring the currency of NOTAM's. FSS specialists shall edit the content of all NOTAM data received from the originating source to conform to the NOTAM system requirements. The FSS shall forward the NOTAM material received concerning another facility's area of responsibility to that facility for appropriate dissemination.

b. FSS's shall accept all aeronautical information. Information obtained from other than authorized personnel shall be confirmed before issuance.

c. NOTAM data received from state inspectors or state contracted inspectors must be confirmed by airport managers or appropriate authority before issuance of NOTAM's except in case of data that presents an immediate hazard to aircraft operations. If a NOTAM is issued without confirmation, advise the airport manager as soon as possible. In case of conflict between airport management and the named state airport inspector, contact FAA regional airports personnel for resolution.

REFERENCE-

Para 5-1-2, Handling Reported Movement Area Conditions.

3-1-3. NOTAM LOGS

FSS air traffic managers shall ensure that NOTAM's originated by their facility and FDC NOTAM's received shall be accounted for as follows:

a. Log all NOTAM's on FAA Form 7930-1 or local form containing at least the same data for each accountability (NOTAM file) location.

b. LABS. Incoming FDC NOTAM's and cancellations shall be logged on FAA Form 7930-2, or other suitable method, containing at least the same data. The remark section should contain enough information to identify the location and NAS component affected. NOTAM's for locations within 400 NM of the FSS shall be retained for briefing purposes by LABS facilities.

NOTE-

1. Using this log, a pilot weather briefer should be able to advise a pilot if there is an FDC NOTAM current for a given location. If the pilot requests the NOTAM, it may be obtained on request-reply or other available means.

2. Appendices 2 and 3 contain examples of NOTAM Logs.

c. When you receive an FDC NOTAM and the previous number(s) have not been received, obtain the NOTAM on request-reply.

REFERENCE-

Para 7-2-5, Retrieving FDC NOTAM's.

d. M1FC. Incoming FDC NOTAM's and cancellations shall be accounted for by the Aviation Weather Processor (AWP) facilities. The AWP's shall also be responsible for deleting FDC NOTAM's from the M1FC data base as they are published in the Notice to Airmen publication.

Section 2. COORDINATION

3-2-1. ORIGINATING NOTAM'S

Air Traffic facilities shall originate NOTAM's for air navigation aids for which they are responsible for monitoring or controlling.

3-2-2. COORDINATION WITH OTHER FACILITIES

When a shutdown or an outage/closure of a component of the NAS will affect another facility's operation, the facility serving as the approval/controlling authority shall coordinate with other facilities concerned.

3-2-3. FILING NOTAM INFORMATION WITH FSS'S

NOTAM information should not be filed with an FSS prior to 3 days before the expected condition is to occur. A NOTAM shall be transmitted as soon as practical but not more than 3 days before the expected condition is to occur.

3-2-4. PASSING NOTAM DATA BY PART-TIME FSS FACILITIES

a. Before closing, part-time facilities shall give the following NOTAM data to the FSS responsible for

handling their NOTAM's during the period the facility is closed:

1. Any known NOTAM's that will require dissemination during the hours the facility is closed.

2. All current NOTAM's.

b. Immediately upon resuming the daily operation, part-time facilities shall obtain all the above data as well as pertinent FDC NOTAM's issued.

3-2-5. NON-FEDERAL FACILITIES

a. NOTAM's on non-Federal facilities that are part of the NAS are distributed through the FAA NOTAM system. Letters of agreement covering FSS notification procedures for these facilities should be executed whenever possible.

REFERENCE-

14 CFR Part 171 outlines owner/operation responsibilities.

b. NOTAM's on non-Federal facilities that are not part of the NAS are not distributed in the FAA NOTAM system. FSS's receiving data on these facilities shall notify the regional Airway Facilities division as well as ATA-100.

Section 3. USE OF TERMS

3-3-1. USE OF CONTRACTIONS AND ABBREVIATIONS

a. Contractions and abbreviations outlined in FAAO 7930.2, Appendix 5, Approved NOTAM Contractions, shall be used in the NOTAM system. If there are no contractions/abbreviations, use plain text.

b. The Pilot/Controller Glossary shall be used to define terms in the NOTAM system.

c. Location identifiers used in the NOTAM system are those contained in FAAO 7350.6, Location Identifiers.

d. The term "WKEND" means Saturday and Sunday. The term "WKDAYS" means Monday through Friday.

3-3-2. EXPRESSION OF TIME IN THE NOTAM SYSTEM

a. The day begins at 0000 and ends at 2359.

EXAMPLE-

/DCA LDN VOR OTS WEF 0006051600-0006052359

/DCA LDN VOR OTS WEF 0006050000-0006050400

b. Times used in the NOTAM system are UTC and shall be stated in 10 digits (year, month, day, hour, and minute).

c. Do not use sunrise (SR) or sunset (SS) in NOTAM data as these NOTAM's will not be retrieved or displayed when using time parameters in certain present and future automated systems. If the source of the data continues to use SR/SS, advise the source that the time from the SS-SR table will be used. For extended period of time, use the times from the table and extend it to the next whole hour.

3-3-3. RUNWAY IDENTIFICATION

Identify runways by magnetic bearing indicator; e.g., 12/30, 12, or 30. Where the magnetic bearing indicator has not been established, identify the runway to the nearest eight points of the compass; e.g., NE/SW, N/S N 200 CLSD.